

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an alteration to your travel itinerary for the upcoming business trip scheduled for [original date].

The changes are as follows:

- **New Departure Date:** [new departure date]
- **New Departure Time:** [new departure time]
- **New Arrival Time:** [new arrival time]
- **New Return Date:** [new return date]
- **New Return Time:** [new return time]

We apologize for any inconvenience this may cause and appreciate your understanding. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]